



## University of Massachusetts Amherst

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### Memorandum

TO: Deans, Directors, and Department Heads  
FROM: John O. Martin, Director of Procurement  
DATE: January 23, 2008  
SUBJECT: Campus Gas Pump Interruption Notice

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You may not be aware of it but construction work is underway for a New Transit Garage Building. During this project the campus fuel pumps will remain operational with the exception of some occasional days when they must be taken out of service. As we get this information we will forward it to all departments.

This memo is to inform you that the pumps will be down for the period listed below:

- Wednesday, January 30th
- Thursday, January 31st
- Friday, February 1st

The pumps will again be up and running on Monday, February 4th.

It is recommended that staff fill up on Tuesday, January 29<sup>th</sup> and most departments should be okay until Monday, February 4th. If there should be a need to seek an alternative fuel source during this interruption, we are allowing the use of the Procard to purchase gasoline for State vehicles at area gas stations during the affected time periods only.

If you find that you need to purchase gasoline during the time periods listed please print a copy of this email and attach it to your Procard receipts so that it is available for audit purposes.

If you should have any additional questions, please contact Holly Lankowski at 545.0361 or [lankowski@admin.umass.edu](mailto:lankowski@admin.umass.edu).